

CALL FOR INTERNS

***** Deadline to submit applications: 01 May 2007 *****

Position title (specific); position reports to:

- Arizona Commission on the Arts Performing Arts Program Intern: Claire West, Performing Arts Program Director
- Arizona Commission on the Arts Visual Arts Program Intern: Gregory Sale, Visual Arts Director
- Arizona Commission on the Arts Communications Intern: Chris Burawa, Literature Director & Communications Director, Stacey Wong, Public Relations Coordinator
- Arizona Commission on the Arts Learning Program Intern: Alison Marshall, Director of Arts Learning & Mandy Buscas, Arts Learning Program Director

Number of hours per week; schedule: 5-12 (to be identified at the time of posting); weekly schedule to be determined by intern and supervisor.

Dates of service: May 2007 through 15 August 2007 (with the possibility to continue). Positions may be renewed or reposted.

Location: ACA offices at 417 West Roosevelt; Phoenix, AZ 85003

Position description (general):

The Arizona Commission on the Arts (ACA) is an agency of the Arizona State Government whose mission is to create an Arizona where people broaden, deepen and diversify their engagement with the arts - as creators, audiences and supporters - in ways that are satisfying and integral to their lives.

The ACA Internship Program provides emerging leaders in the arts with the opportunity to investigate and participate in the operations of a state arts agency. Through a combination of learning experiences, work projects, and group collaborations, interns become integral members of our team. Interns are expected to participate in daily activities, contribute skills and ideas, and produce excellent work, all the while preparing to become the next generation of arts, nonprofit, and cultural leaders.

ACA internships are unpaid. Program benefits may include personal career mentoring from/by ACA staff. You may also be eligible for university credit for your ACA internship (course/credit must be identified and arranged by intern with counsel from his/her university advisor).

Qualifications:

ACA interns must...

- ...be undergraduate students, graduate students, or college graduates
- ...have experience/interest in (Arts Learning, Local Arts Development, Performing Arts, Visual Arts, Literature), arts administration, public relations, and/or cultural policy
- ...possess exemplary verbal and written communication skills
- ...possess strong organizational skills and the ability to prioritize and manage concurrent projects
- ...possess the ability to work independently as well as in a team environment

Preferred qualities:

ACA interns should be...

- ...assertive and resourceful self-starters, able to problem-solve and to fully engage in projects/tasks
- ...comfortable using or willing to learn to use Microsoft Office products: Excel, Access, Outlook, Word, FrontPage
- ...comfortable working with or willing to learn to work with complex databases
- ...comfortable updating or willing to learn to update information on the ACA website

Arizona Commission on the Arts Internship Opportunities – April 2007

Specific duties and responsibilities:

- ACA Performing Arts Program Intern:
 - Coordinate Artists Projects logistics
 - Coordinate Field Forward Network program logistics
 - Coordinate support aspects of Creative Capital program; liaise between ACA staff and the Arizona Partnership
 - Complete research projects
 - Support Performing Arts Director in coordination of regional touring program
 - Update and maintain various databases
- ACA Visual Arts Program Intern:
 - Assist with promotion of programs for individual artists
 - Coordinate support aspects of individual artists programs; liaise between ACA staff and the Arizona Partnership
 - Assist with agency work in support of public art and memorials; liaise between agency and statewide public art administrators
 - Update and maintain various databases
 - Assist the Visual Arts Director with grants process and review for programs serving organizations including panel selection, notification and return of support materials.
- ACA Communications Intern:
 - Assist with website updates
 - Work with Public Information Officer to compile a statewide media database
 - Assist with writing and production of press releases
 - Complete research projects as assigned
 - Assist with Commission conferences and media events
- ACA Arts Learning Program Intern:
 - Locate articles and information on topics requested
 - Conduct research/surveys for teaching artists and roster business
 - Conduct online research on state arts agency business
 - Prepare/compile materials for Arts Learning programs (Artists Teacher Institute's teaching artist workshop, roster, various convenings/meetings)
 - Grants administration: communication, grants packets, filing

If you are interested, please submit the following via email or mail by **01 May 2007:**

- A *one page* letter of inquiry, speaking to coursework, experience, or special interests related to the posted position
- A resume or CV
- A list of at least three professional/academic references (contact info only: names, titles, phone numbers, email addresses; letters of reference not required)

Email your materials to:

info@azarts.gov with a subject line that pertains to your application: **ACA Performing Arts Program Intern OR ACA Visual Arts Program Intern OR ACA Communications Intern OR Arts Learning Program Intern.**

OR mail your materials to:

Arizona Commission on the Arts

Attention: ACA Performing Arts Program Intern OR ACA Visual Arts Program Intern OR ACA Communications Intern OR Arts Learning Program Intern.

417 West Roosevelt

Phoenix, AZ 85003-1326